



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: INMATE NAME CHANGE
PROCEDURES**

Number:

95/6

Date Issued:

March 13, 1995

Cancelled Effective:

This Administrative Bulletin announces the implementation of Assembly Bill 2782 which amends Section 1279.5 of the Code of Civil Procedure effective January 1, 1995.

This bill provides that no person imprisoned in State prison or who is under the jurisdiction of the Director of Corrections shall be allowed to file an application for change of name, except at the discretion of the Director. The Director has delegated this authority to Regional Administrators, Institutions Division, and the Assistant Deputy Director, Parole and Community Services Division.

Therefore, effective January 1, 1995, the following procedures shall be implemented:

- All inmate/parolee requests for a legal name change shall be reviewed and approved/denied by the Warden/Regional Parole Administrator.
- If circumstances do not exist to warrant approval, the Warden/Regional Parole Administrator shall respond to the inmate/parolee in writing outlining the reasons for denial, a copy of which shall be placed in the inmate's/parolee's central file.
- If the Warden determines the request should be granted, the request shall be forwarded along with a cover memo outlining reasons for recommended approval, to his/her Institutions Division Regional Administrator. A copy of this memorandum is to be placed in the miscellaneous section of the inmate's central file.
- If the Regional Parole Administrator determines the request should be granted, the request shall be forwarded along with a cover memo outlining reasons for recommended approval, to the Assistant Deputy Director, Parole and Community Services Division. A copy of this memorandum is to be placed in the miscellaneous section of the parolee's central file.
- Upon approval, the Regional Administrator/Assistant Deputy Director will forward a letter to the court, along with the inmate/parolee request, explaining why the Department is recommending approval for the legal name change. A copy of this letter shall be placed in the miscellaneous section of the inmate's/parolee's central file.
- If the Regional Administrator/Assistant Deputy Director does not approve the request, a letter will be forwarded to the inmate/parolee outlining reasons for denial, a copy of which shall be placed in the miscellaneous section of the central file.



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- When a court ordered name change is received as a result of departmental approval, the Correctional Case Records Manager shall notify the facility mailroom and visiting room if the offender is incarcerated or the agent of record if the offender is on parole. The court order shall be filed in the miscellaneous section of the inmate's/parolee's central file along with the other documents pertaining to the request for a name change.
- Mailroom and visiting room staff shall update their records to reflect the additional name.
- The original commitment name shall continue to be used on all departmental records. The new legal name shall be recorded in the Offender Based Information System (OBIS) as an Also Committed As.
- The offender shall be notified that he/she should inform all persons who may visit or write that his/her departmental identification number must be used when using the new name.
- If a court ordered name change is received without departmental approval, the Warden/Regional Parole Administrator shall notify the issuing court in writing that the name cannot legally be changed without the Director's approval pursuant to Section 1279.5 of the Code of Civil Procedures. A copy of this letter to the court shall be placed in the miscellaneous section of the inmate's/parolee's central file and a copy provided to the inmate/parolee.

Please inform all persons of the contents of this bulletin which shall remain in effect until incorporated into DOM Section 73010 and 81020. In addition, this bulletin shall be posted in conspicuous locations accessible to offenders in each facility and parole unit. Direct any inquiries regarding this bulletin to Judith Metz, Chief, Correctional Case Records Services, at (916) 323-4062 or CALNET 473-4062.

R. H. DENNINGER
Chief Deputy Director